

DUTY STATEMENT

Staff Services Manager I (Specialist)

Employee's Name				Effective Date Click or tap to enter a date.	
Classification Staff Services Manager I (Specialist)				Division/Section/Unit Executive Office/ Policy, Strategy, and Legislative Affairs	
Immediate Supervisor Francesc Marti				Supervisor's Classification Director of Policy, Strategy and Legislative Affairs	
CBID E48	Class Code 4800	Work Week Group E	Time Base Full Time	Location Sacramento, CA	
<i>CalHFA's mission is investing in diverse communities with financing programs that help more Californians have a place to call home.</i>					
<u>DIVISION DESCRIPTION</u> The Executive Office Division, Policy, Strategy and Legislative Affairs Unit provides a vital policy, political, and strategic lens to CalHFA's decision-making process and manages the agency's state and federal legislative relationships. CalHFA is a public service organization committed to addressing California's housing crisis.					
<u>POSITION SUMMARY</u> Under direction of the Director of Policy, Strategy and Legislative Affairs (Director), the Staff Services Manager I (Specialist), (SSM I) will participate in State and Federal legislative advocacy efforts, perform critical policy analysis, and research, and assist in providing strategic advice to CalHFA's Leadership.					
<i>Conduct, Attendance and Performance Expectations</i>					
This position requires the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct. Must maintain regular and acceptable attendance at such level as is determined at the Agency's sole discretion. Must be regularly available and willing to work the hours the Agency determines are necessary or desirable to meet its business needs.					
2 CCR § 172 – General Qualifications, states in pertinent part: The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness, and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.					
<i>Percent of Time</i>		<i>Activity</i>			
60%		ESSENTIAL FUNCTIONS <u>Policy Analysis and Research</u> Provides analysis and research on new policies, initiatives, legislative concepts and proposals regarding fair housing, equity, and climate implications to determine the impact and fiscal implications of the Agency. Prepares reports summarizing such analysis and research. Provides recommendations to the Director and other members of the CalHFA Team to assist with the decision-making process to ensure we continue to fulfill the Agency's mission, goals, and objectives. Participates in policy-related deliberations. Provides new innovative policy ideas to the Director and other members of the CalHFA Team on best practices in affordable housing finance, nationally and internationally, tailored to California's specific housing needs. Supports CalHFA program divisions by providing thoughtful, well-researched, and useful insight on potential			

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20%	<p>policy impacts/outcomes that can help CalHFA in the process of deciding whether to make a particular change to a CalHFA program.</p> <p><u>Strategy & Intergovernmental Affairs</u> Assists the Director in developing political strategy for the organization. Advises the Director and Executive Director on strategy at California Debt Limit Allocation Committee (CDLAC) and California Tax Credit Allocation Committee (TCAC), to ensure coordination and alignment with California's housing priorities. Upon request or in the Director's absence, represents the Agency at meetings with governmental entities such as Business, Consumer Services and Housing Agency (BCSH), Department of Finance (DOF), Governor's Office (GO), Department of Housing and Community Development (HCD), Department of Fair Employment and Housing (DFEH), Department of Financial Protection and Innovation (DFPI) and various local governments.</p>
15%	<p><u>Legislative Support</u> Supports the legislative function of the Division. Assists the Director with drafting legislative proposals, amendments, correspondence and prepares supporting materials as needed for meetings with legislators, business partners and stakeholders. Assists the Director in federal and state advocacy efforts, with Congressional and State Legislative offices. Assists in coordination with national organizations like National Council of State Housing Agencies (NCSHA) and the Affordable Housing Tax Credit Coalition (AHTCC). Maintains relationships with a range of political stakeholders, legislative members, their staffs, interagency staff, and the Governor's Office.</p>
5%	<p>MARGINAL FUNCTIONS Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other duties as assigned.</p>
	<p><u>KNOWLEDGE, SKILLS, AND ABILITIES</u> Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.</p> <p><u>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</u></p> <ul style="list-style-type: none"> • Work in a high-rise building • Prolonged sitting • Use computer keyboard and read from computer screens several hours a day <p><i>The following abilities are for most positions with or without an accommodation:</i></p>

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	<ul style="list-style-type: none"> • VISION – You must have sufficient vision to perform the following duties; prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials. • HEARING – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction. • SPEECH – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction. • BENDING, STOOPING, KNEELING – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper. • SITTING OR STANDING – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position. • CONCENTRATION – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents. <p><u>PERSONAL CONTACTS</u></p> <ul style="list-style-type: none"> • Daily contact with the public, all levels of departmental staff, representatives from other state and county agencies. <p><u>SPECIAL REQUIREMENTS</u></p> <ul style="list-style-type: none"> • Designated under Conflict of Interest Code 	
SUPERVISOR ACKNOWLEDGEMENT: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor's Name	Supervisor's Signature	Date
EMPLOYEE ACKNOWLEDGEMENT: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)		
Employee's Name	Employee's Signature	Date
ANALYST'S STATEMENT: I have reviewed this Duty Statement.		
Analyst's Name	Analyst's Signature	Date